

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENTAL BUDGET HEARINGS
CONFERENCE ROOM 113
FIRST FLOOR, COUNTY-CITY BUILDING
TUESDAY, MAY 25, 1999
8:00 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bernie Heier
Larry Hudkins
Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Director
John Boehm, LIBA Budget Monitoring Committee
Susan Starcher, County Clerk's office

COUNTY ATTORNEY

Present were Gary Lacey, County Attorney, John Colborn, Chief Deputy County Attorney and Eileen LeGrande, Administrator.

Campbell noted that Dave Kroeker, Budget and Fiscal Director, distributed documentation reflecting the deletion of "Investigator Salary and Benefits" and adding an "Administrative Aide II (Child Support) Salary and Benefits" in the County Attorney's budget (Exhibit "K").

Lacey explained that there will not be adequate space in the Justice and Law and Enforcement Center to accommodate his office and that he would like the Child Support Division to remain in the Old Federal Building.

He stated he originally requested an investigator for the felony trial staff, however, it was decided that a paralegal could be hired to assist that staff in jury trial, which would be less costly.

The Administrative Aide II position, Lacey said, would be at the off-site location to manage the Child Support Division.

COUNTY ATTORNEY CONTINUED:

Kroeker asked if the Child Advocacy Center (Line Item 3076) was listed in other agency budgets.

Lacey stated it would also be in the Sheriff's budget.

In response to a question asked by Campbell, Lacey stated there were no changes in Line Item 3076.

Lacey also discussed purchasing a different type of software in the future, using Crime Commission money, and the possibility of all prosecutors within the State of Nebraska being linked together through the Justice system.

In response to a question asked by Campbell regarding increases in Line Items 3058 (Medical Services) and 3402 (Witness Fees), Lacey stated the increase in Medical Services is due to more autopsies being performed on individuals 50 and under who die unexpectedly at home or on any child 18 and under who is not hospitalized.

In regards to Line Item 3402 (Witness Fees), he stated there are a couple of cases which could be costly if they go to trial. Lacey explained his office has been in contact with a psychiatrist in New York City regarding a case which, if it goes to trial, may cost \$20,000 in psychiatric fees. He stated he had no objections if the County Board reduces the line item, knowing that he can come back to the Board to request additional appropriations.

Heier inquired about copier rental (Line Item 3606), noting that the current request is \$11,500, the prior year was \$3,000 and the current year \$4,000.

Lacey responded that due to the split of the office they would need additional appropriations.

Eileen LeGrande, Administrator, stated they own one copier and rent three others.

Regarding revenues, Lacey stated he has talked with the Department of Social Services who informed him that the reimbursement for the two juvenile positions was within the State budget.

Campbell stated they are still considering the idea of a juvenile screener for the Assessment Center. She asked Lacey about placement of the screener.

COUNTY ATTORNEY CONTINUED:

Lacey stated they are requesting Juvenile Accountability money for the position and added that he could house the screener in his office, but the position would be an employee of Cedars Youth Services.

Lacey commented that his office will need to upgrade some of their computers and suggested the purchase of laptops due to the way they will be trying cases in the Justice and Law Enforcement Center. He asked why they needed both desktop and laptop computers and suggested the purchase of laptops only since they may be utilized in court, at home and in the office. He stated laptops are expensive, however, it would be more expensive to purchase both.

In response to a question asked by Kroeker, Lacey stated they are borrowing a laptop and individuals within his office will be using it on a trial basis.

CLERK OF THE DISTRICT COURT

Present were Kelly Moore Guenzel Handlos, Clerk of the District Court, and Elly Carrico, Chief Deputy.

Elly Carrico, Chief Deputy, distributed documentation regarding the conversion from Clerk's Automated Receiving and Tracking System (CARATS) to Judicial Users System to Improve Court Efficiency (JUSTICE) (Exhibit "A").

Carrico noted that the following will need to be done if the conversion does not take place by June 21st:

- Modification of CARATS system
- Paper reports
- Continuation of CARATS system

In response to a question asked by Campbell, Carrico stated their office must be using JUSTICE by October, 1999 in order for the State to meet certification requirements mandated by the Federal Government. If the requirements are not met, the State stands to lose \$76,000,000.

Kroeker stated he feels they need to put pressure on the State.

Carrico informed the County Board that the State Court Administrator's office has not hired the additional technical people needed to accomplish the task.

CLERK OF THE DISTRICT COURT CONTINUED:

In response to a question asked by Campbell, Carrico stated Health and Human Services has agreed to pay financial support for whatever the judges order.

Carrico stated she has talked with Ron Brooks, Information Services, regarding the monthly average cost, which would be approximately \$16,740.

Kroeker asked if the programming costs were figured into the \$200,000 for converting CARATS.

Carrico responded no.

In response to a question asked by Campbell, Carrico stated pressure should be put on the State Court Administrator's Office.

Campbell suggested that the Clerk of the District Court's Office draft a letter to the State Court Administrator's Office for signature by the District Court judges, the Clerk of the District Court and the County Commissioners addressing their concerns regarding the monthly cost to the County.

MOTION: Hudkins moved and Steinman seconded to authorize the Clerk of the District Court's Office to draft a letter to the State Court Administrator addressing their concerns regarding monthly cost to the County if the conversion of CARATS to JUSTICE does not take place by June 21, 1999 for signature by District Court Judges, Steven D Burns and Karen B Flowers, County Commissioners and the Clerk of the District Court. On call Hudkins, Steinman, Heier, Workman and Campbell voted aye. Motion carried.

Discussion took place regarding full-time employees, with Carrico explaining that the Account Clerk I position was eliminated and combined with the Clerk Typist II position.

Campbell clarified a position was added in May and there is now one additional position is being requested.

In response to a question asked by Heier, Moore Guenzel Handlos stated it would help with overtime after the conversion to JUSTICE.

Carrico stated they are reimbursed 100 percent by the State if overtime is domestic related.

CLERK OF THE DISTRICT COURT CONTINUED:

Hudkins inquired about the increase in Group Insurance (Line Item 1103).

Carrico responded they have more employees who are now eligible for that benefit.

Heier asked about the increase in Line Item 3062 (Equipment Maintenance Agreements).

Carrico stated that amount will likely be reduced because many of the typewriters will be disposed of. She explained that the only time typewriters will be needed will be for mental health hearings. It was noted that all law forms must be 8 1/2" by 11" and that judgement cards will be computerized after the conversion to JUSTICE. Carrico stated there are currently three typewriters in the Clerk of the District Court's Office, one at the Community Mental Health Center with the remainder being used by District Court bailiffs.

Kroeker asked if the typewriters being used by the bailiffs are covered in District Court's budget.

Carrico stated she would need to review that.

In response to a question asked by Campbell regarding Line Item 3251 (Postage), Carrico stated the increase was due to mailing child support checks. She stated they encourage direct deposit whenever possible.

Campbell inquired about Line Item 4202 (Office Equipment).

Carrico stated the \$7,200 is for their share of the hardware costs for Inner Voice which will be Year 2000 compliant. She said they have been talking with the Justice Team and Health and Human Services (HHS) who have indicated they would pay 64 percent of the hardware cost and 100 percent of the software costs if they convert.

To purchase a new system from Syntellect, which they currently have in place, it would cost \$40,000 to \$80,000.

It was noted there will be further review of the following by Kroeker and Carrico:

- Full-time employees
- Maintenance agreements
- Overtime figures

PROPERTY MANAGEMENT

Present was Don Killeen, County Property Manager.

Killeen stated there are approximately 50 employees in the department, with four paid out of Fund 66 (County) and the remaining 46 employees being paid from Fund 65, which is a revolving type of fund.

He noted that Dennis Banks, Attention Center Director, inquired about cleaning needs. Matt Lawson, Night Cleaning Supervisor, reviewed those needs and feels it would be best to assign one building cleaner and alternate that individual between both Attention Center locations. Killeen noted that expense would be placed in Line Item 3061 (Building Maintenance Service)

Also discussed by Killeen was his request for Capital Outlay. Those items included the following:

- Exterior tuck pointing and replacement of east entry doors at the Community Mental Health Center
- Concrete repair work at the Driver's Testing Station
- Installation of *Americans Disability Act (ADA)* door operator for entryway at the Motor Vehicle Services facility
- In-house asbestos abatement at Trabert Hall
- Painting, floor and concrete work at the Attention Center South

In response to a question from Kroeker, Killeen stated he feels they may be able to accomplish most of the asbestos abatement for the \$45,000 budgeted.

Kroeker suggested moving the \$45,000 to the Building Fund.

Campbell stated if all of the Capital Outlay monies were placed in the Building Fund it would allow for better tracking.

Campbell asked if Line Items 3061 (Building Maintenance Service) and 3070 (Janitorial Services) were offset by the decrease in Line Item 3076 (Other Contract Services).

Killeen responded yes.

CORRECTIONS

Present were Mike Thurber, Corrections Director and Liz Thanel, Business Manager.

Thanel distributed a summary analysis of the requested budget (Exhibit B).

CORRECTIONS CONTINUED:

Thurber highlighted the following areas of the summary analysis:

Personal Services

- Wage increases for American Federation of State, County and Municipal Employees (AFSCME) and non-represented positions
- Wage increases for Fraternal Order of Police (FOP) positions
- Post Employment Health Plan (PEHP) first year costs
- Overtime, on-call change

Supplies

- Cost of pharmaceuticals

Other Services and Charges

- Central services
- Food services
- Equipment repairs and maintenance
- Data processing costs
- Offender hospitalization and outside treatment

Capital Outlay

- Door controls, intercoms, surveillance systems
- Personal computer systems
- Van pay off

Thurber stated the 76 percent increase to Central Services, which includes the development of an inmate management system and payroll system, and the 11 percent increase in days served are the two major items contributing to the overall increase in their budget.

As for revenues, Thurber stated they would be \$1,950,000. Legislative Bill 695, which changes provisions for the custody and maintenance of prisoners by counties, takes effect July 1st and they will retrieve \$500,000 in State Prisoner Revenue. He noted that those revenues are not reflected in the budget.

Kroeker stated the \$500,000 would be restricted revenue and cautioned there would be a shortfall if it isn't collected.

Campbell stated she feels it may be time to begin placing monies into the Building Fund to hire a consultant to conduct a trend/needs analysis for the Corrections Department and the criminal justice system.

CORRECTIONS CONTINUED:

In response to a question asked by Campbell, Thanel explained that Line Item 3566 (Other Equipment Repairs and Maintenance) is for security equipment, such as cameras and monitors.

Kroeker inquired about the amount of money to be placed into the Building Fund for a consultant.

Campbell stated she feels they need a trend analysis, a needs analysis and an assessment of the system.

It was the consensus of the Board to discuss the issue again in July.

SHERIFF

Present were Terry Wagner, County Sheriff, and Bill Jarrett, Chief Deputy.

Wagner highlighted the following areas of documentation distributed regarding their proposed budget (Exhibit C):

Increases:

- Proposed budget reflects an increase of \$323,628 (6.57 percent)
- Personnel services increased 4.95 percent
- Regular salaries increased 5.26 percent
- Workers' compensation increased 8.23 percent
- Group dental insurance increased 9.02 percent
- Data processing services increased 48.87 percent
- Extradition fares increased 31.71 percent
- Building rents 120.11 percent

Decreases:

- Janitorial supplies*
- Snow removal*
- Cable television service*
- Electricity*
- Natural gas*
- Water*
- Other utilities*

*Denotes that decrease is due to no occupancy at the Oak Street facility in November, 1999.

- Motor fuels have decreased 13.42 percent
- Vehicles have decreased 2.02 percent

SHERIFF CONTINUED:

Capital Outlay:

- Placement of Mobile Data Terminals in vehicles (\$15,000)
- Pay-off of repairs to aircraft engines (\$10,000)
- In-car radios

Wagner also requested one full-time civil process deputy due to additional work in the area.

Also distributed was documentation containing the following: (Exhibit D)

- Projected revenues for Fiscal Year 1999, in the amount of \$606,964
- Contract deputy for Hickman
- Contract deputies for Waverly
- Anticipated expenditures for the Sheriff's Office (Personnel/ Supplies/Other Services/Capital Outlay)
- Vehicle information
- Vehicle and equipment needs
- Overtime statistics
- Salary comparisons
- Statistical information/reports
- Arrest warrant statistical report
- Aircraft expense
- Extradition report

Kroeker stated he had placed the computers, radios and aircraft into the budget.

Jarrett explained that the radios they currently have are not functional with the new equipment in the vehicles. The new radios are approximately \$200 more than the originally projected \$2,400 and should meet their requirements for approximately ten years.

Jarrett said he requested \$12,000 for radios last year, however, he would like to see \$20,000 to \$30,000 budgeted this year so they can purchase them as new vehicles come in.

Jarrett commented that there should be a dramatic decrease in Capital Outlay the first year after the purchase of the equipment.

Campbell stated they need to add the security, review the full-time employees and ensure that Capital Outlay has the correct amount of appropriations in it.

SHERIFF CONTINUED:

Jarrett stated that was correct.

Campbell inquired about the polygraph position.

Jarrett stated that position has been filled and the individual has been certified.

In response to another question asked by Campbell, Jarrett stated he remains unhappy with Information Services.

Campbell suggested that Linda Steinman and Bob Workman visit with Jarrett regarding his concerns.

ELECTION COMMISSION

Present were Patty Hansen, Election Commissioner and Brian Hensley, Deputy Election Commissioner.

Documentation was distributed regarding the following items which will impact the Election Commissioner's budget (Exhibit E):

- Lincoln School Bond Special Election (\$85,000)
- Purchase of two new counting machines (\$86,000)
- Purchase of 500 ballot sleeves (\$4,000)
- Creation of five precincts consisting of 25 new voting booths (\$6,375), 25 additional election board workers including salaries and mileage (\$1,838 and \$63) and five new ballot boxes (\$300)

Hansen addressed the issue of new counting machines and informed the County Board that there is a constitutional amendment being considered to change to two votes which would mean two different ballots. She stated there is also a possibility for three ballots per voter instead of two ballots which would increase the paper and the need for additional counting machines.

Other reasons discussed regarding the need to purchase two additional counting machines were population growth in the County and possible breakdown of current machines.

Hansen added that the company has indicated if the County purchases the machines within the current budget year they would decrease the cost by \$5,000.

ELECTION COMMISSION CONTINUED:

In response to a question asked by Hudkins, Hansen stated they have considered the possibility of purchasing one additional machine in Fiscal Year 1999-2000 and a second machine in the following budget year.

Campbell stated the County Board would probably delete the counting machines from the budget for the present time and make a decision at a later date as to whether the County should purchase or lease the equipment.

Workman asked Hansen if there would be a time in the future when the counting machines will be obsolete due to technology.

Hansen stated eventually there would no longer be paper ballots, however, there is no current legislation which would allow for electronic balloting in the future.

Kroeker noted that their budget should be adjusted for the school election.

JURY COMMISSION

Present were Patty Hansen, Election Commissioner and Brian Hensley, Deputy Election Commissioner.

Hansen stated they are requesting \$3,264 for a folding machine which would be utilized during elections and on a monthly basis for juries.

Also distributed was documentation which is folded in connection with mailings regarding jury duty (Exhibit F).

RURAL LIBRARY

Present were Carol Conner, Library Director, Steve Hubka, Acting Finance Director, Ruth Ann Young, Library Board President, John Dale, Assistant Director and Paul Jones, Accounting Supervisor.

Hubka stated the library has requested an automated library system upgrade which will cost approximately \$200,000 and will be paid out of Fund Balances. He added that the cost would not increase any contribution for the County.

An increase of up to ten percent, Hubka said, was requested for additional media purchases.

RURAL LIBRARY CONTINUED:

Dale gave a brief background regarding the automated library system upgrade, noting that the current computer being used was installed in 1993 and that they should be upgraded every five to six years.

Connor added that there are nine other public libraries within the State who are interested in the upgrade and use the same system that the Lincoln libraries use. If they all receive approval for the upgrade within their jurisdictions they will receive a large discount.

(End of discussion.)

Kroeker disseminated the following:

- Expense Budget Object Detail Report by Fund and Agency regarding Maintenance Agreements (Exhibit G)
- Request for Contractual Services and Leases 2000 Budget from the County Treasurer (Exhibit H)
- Memo from Sue Eckley, Workers' Compensation and Risk Management Manager, regarding Flood Insurance (Exhibit I)
- Report regarding possible adjustments to agency budgets (Exhibit J)

Bruce Medcalf
County Clerk